



A Career in Business

The following are a few examples of the types of courses and roles available in the Business field

BSB30115 Certificate III in Business Delivered at The Gordon - Course Structure

BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBWRT301	Write simple documents
BSBITU303	Design and produce text documents
BSBITU304	Produce spreadsheets
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information
BSBCMM301	Process customer complaints
BSBINN301	Promote innovation in a team environment
BSBADM311	Maintain business resources
BSBPUR301	Purchase goods and services
BSBPRO301	Recommend product and services
BSBPUR301	Purchase goods and services

BSB30115 Certificate III in Business

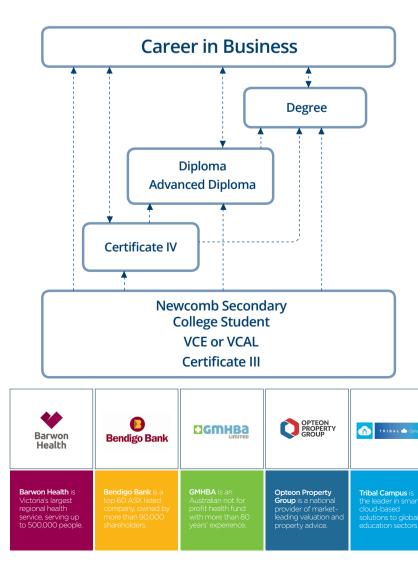
- Customer Service Adviser
- Data Entry Operator / Word Processing Operator
- General Člerk
- Payroll Officer

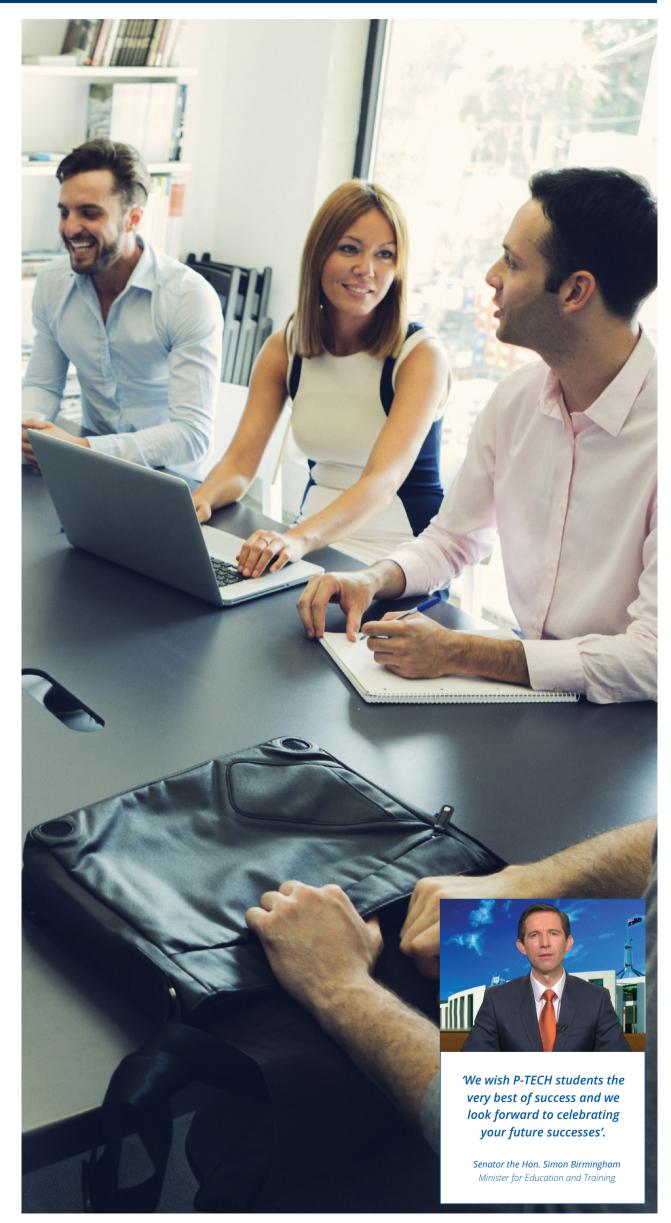
BSB40215 Certificate IV in Business

- Office Administration Assistant
- Receptionist / Secretarial Services
- Accounts Clerk
- Project Officer

BSB40415 Certificate IV in Business Administration

- Office Administrator
- Accounts Payable Receivable Clerk
- Junior Personal Assistant
- HLT47315 Certificate IV in Health Administration
- Senior Medical Receptionist / Secretary
- Team Leader in a medial office
- Administration Assistant
 BSB51215
 Diploma in Marketing
- Market Research Assistant
- Marketing Coordinator
- FNS40615 Certificate IV in Accounting
- Bookkeeper
- Accounts Clerk
- FNS50215 Diploma in Accounting
- Bookkeeper
- Assistant Accountant
 FNS60215
 Advanced Diploma in Accounting
- Registered Tax Agent
- Assistant Financial or Management Accountant





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